



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 5050.5B  
AOP  
6 Aug 93

AIR STATION ORDER 5050.5B

From: Commanding General  
To: Distribution List

Subj: DISTINGUISHED VISITOR (DV) PROCEDURES, ARRIVALS/DEPARTURES

Ref: (a) AirStaO 1601.19L  
(b) AirStaO P3710.5E

1. Purpose. To provide information and instructions concerning the responsibilities of directors, department heads, or project officers when handling DV arrivals and departures.

2. Cancellation. AirStaO 5050.5A.

3. Information

a. For the purpose of this Order, distinguished visitors are defined as general or flag officers (Code 6 or above) or civilian officials of equivalent (or higher) status.

b. Detailed procedures for the Officer of the Day and the Airfield Operations Duty Officer are outlined in the current editions of references (a) and (b).

4. Requirements

a. Directors, department heads, or project officers having cognizance of a distinguished visitor or assigned control of a DV visit, are responsible for providing the following information to the personnel listed in paragraph 5 (DV Arrival) or paragraph 6 (DV Departure) below.

(1) Name, grade, or title and parent command of visitor.

(2) Time and date of arrival/departure.

(3) Mode of travel (air or ground). When arriving by air, include aircraft call sign and last point of departure prior to Cherry Point arrival and next destination after departing Cherry Point.

(4) Aircraft parking area requested (VIP-1, VAL Line, designated squadron parking ramp, etc.).

(5) Honors requested.

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(6) Facilities to be visited.

(7) Transportation requirements while visiting Air Station.

(8) Billeting required.

(9) Special requests or requirements.

b. This information will be passed on all DVs arriving and departing Marine Corps Air Station (MCAS), Cherry Point. This includes aircraft transfer, i.e., fixed wing into Cherry Point, helicopter flights to MCAS (H), New River.

5. Distinguished Visitor Arrivals

a. The following personnel shall be notified during normal working hours.

(1) Aide-de-Camp or Commanding General's Secretary.

(2) Chief of Staff/Staff Secretary.

(3) Director of Operations.

(4) Department of organizations to be visited.

b. The following personnel shall be notified after normal working hours.

(1) Aide-de-Camp.

(2) Station Officer of the Day.

(3) Airfield Operations Duty Officer.

6. Distinguished Visitor Departures

a. The following personnel shall be notified during normal working hours.

(1) Aide-de-Camp or Commanding General's Secretary.

(2) Chief of Staff/Staff Secretary.

(3) Director of Operations.


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b. The following personnel shall be notified after normal working hours and weekends.

- (1) Aide-de-Camp.
- (2) Station Officer of the Day.
- (3) Airfield Operations Duty Officer.

7. Action. All directors, department heads, and project officers will ensure the contents of the Order are strictly adhered to.

8. Summary of Revision. This revision changes the originator's code and updates the references. Paragraph 3 is modified to provide specific information for the Officer of the Day and the Airfield Operations Duty Officer as to where information concerning their responsibilities are located.

  
D. A. JONES  
Chief of Staff

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